

ABBOT ACADEMY

Founded 1829

HANDBOOK



1970-1971

DOWNTOWN PERMISSIONS DURING SCHOOL DAYS

January 13 a proposal was made and passed at Town Meeting to permit girls to go downtown during a free period during the school day, that is, before 2:30 p.m. Mr. Gordon has approved this privilege according to the following provisions:

- 1) Girls will go downtown during a free period to do an errand when they do not have sufficient free time between 2:30 and 4:30 p.m.
- 2) Girls will return from downtown in time to attend classes and to meet other responsibilities.
- 3) Girls are expected to eat lunch at Abbot.
- 4) All girls must return to Abbot at 2:30 Monday, Tuesday, Thursday, and Friday; 1:30 Wednesday.
- 5) Girls will not visit on the P.A. campus before 2:30.
- 6) Girls should sign out and in on the sheet outside Permissions Office when they go downtown before 2:30; after 2:30 they will sign out and in in their dorms as usual.

C. Grodman

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CALENDAR

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Fall Term:

September	11, Friday	— Registration, 10:00 A.M. to 4:00 P.M.
closed	12	— Orientation Weekend
weekend	13	
	14, Monday	— Classes begin
closed	19, Saturday	— School picnic
weekend	20	
	26, Saturday	— Abbot - P.A. Pre-mixer Picnic at Log Cabin 5:00 - 10:30 P.M.
October	3, Saturday	— Abbot - P.A. Mixer at Abbot, 6:30-10:30 P.M.
	24, Saturday	— PSAT - Senior-Mids
	27, Tuesday	— Alumnae Days
	28, Wednesday	
November	7, Saturday	— SAT - Seniors
closed	13, Friday	— Parents Weekend
weekend	14	
	15	
closed	21, Saturday	— Fall Term examinations begin
weekend	22, Sunday	— Thanksgiving Vespers
	25, Wednesday	— Fall Term examinations end End of Fall Term. Thanksgiving recess begins at
		<i>Sun</i> ~~noon~~ or after last exam
	30, Monday	— 6:00 P.M. End of Thanksgiving recess

Winter Term:

December	1, Tuesday	— Winter Term begins. Classes resume
closed	5, Saturday	— (First weekend after vacation)
weekend	6	
closed	12, Saturday	— (Last weekend before vacation)
weekend	13, Sunday	— Christmas Vespers
	16, Wednesday	— ^{8:00} ~~1:00~~ P.M. Christmas vacation begins <i>on Tues eve</i>
January	6, Wednesday	— 6:00 P.M. Christmas vacation ends
	7, Thursday	— Classes resume
closed	9, Saturday	(First weekend after vacation)
weekend	10	— Achievement Tests—Seniors
February	19, Friday	— Winter Weekend (Prom)
	20	
	21	
March		
closed	6, Saturday	(Weekend before examinations)
		— SAT—Senior-Mids
weekend	7, Sunday	— Joint service at P.A.—Fidelio
	8, Monday	— Winter Term examinations begin
	11, Thursday	— Winter Term examinations end
		End of Winter Term
		Spring vacation begins at noon or after last exam
	28, Sunday	— 6:00 P.M. Spring vacation ends

Spring Term:

March	29, Monday	— Spring Term begins Classes resume
April		
closed	3, Saturday	— (First weekend after vacation)
weekend	4	
May	1, Saturday	— Achievement Tests—Senior-Mids
closed	8, Saturday	— Alumnae Day—Bazaar
weekend	9	
	17 - 21	— Advanced Placement Tests — seniors
	22, Saturday	— Open Dance
June		
closed	5, Saturday	— (Weekend before examinations)
weekend	6, Sunday	— Baccalaureate Service
	7, Monday	— Spring Term examinations begin
	10, Thursday	— Spring Term examinations end End of Spring Term
	11, Friday	— Last Assembly — Preps and Juniors depart by 11:00 a.m.
	12, Saturday	— Commencement

REQUIRED ATTENDANCE

Attendance is required at the following school functions:

Morning assemblies	Christmas Vespers
School picnics	Rally night
Thanksgiving Vespers	Baccalaureate

TELEPHONE

Abbot Academy Telephone number: Area Code 617-475-3562

This number connects all departments. Telephone calls may be received by the students through this number or the pay stations listed below. Except in cases of emergency, calls during class time, evening study hours, and after bedtime hours should be avoided.

The switchboard is open Monday through Friday from 7:30 A.M. to 9:30 P.M., Saturday 8 A.M. to 7:45 P.M., and Sunday 9 A.M. to 9:30 P.M. Girls may be reached for emergency calls after 9:30 P.M. by calling their housemothers. Housemothers without outside lines may be reached after 9:30 P.M. through 475-3567. The Dean of Students may be reached at 475-6599.

Dormitory		Resident Advisor & Phone	Pay Phones
Abbey		Mrs. Curry 475-3565	475-9732
Cutler		Mrs. Howard 475-7022	475-9735
Draper:	East 2nd Fl.	Mrs. Ross-Dilley 475-3564	475-9762 475-9844 475-9753
Draper:	Front 2nd Fl.	Mrs. Trenbath	
Draper:	West 2nd Fl.	Mrs. Mumma 475-3566	475-9760
Draper:	East 3rd Fl.	Mrs. Rome	475-9877 475-9801
Draper:	Front 3rd Fl.	Mrs. Chittick	475-9700
French		Mrs. Abbott 475-9713	475-9713
Hall		Mr. Bennett 475-3569	475-9862
Sherman		Mrs. Goggin 475-3568	475-9807
Chapin		Mr. and Mrs. Witte	

WEEKDAY DAILY SCHEDULE

Rising Bell	7:00
Breakfast	7:15 -7:40
Assembly	8:00 (Tuesday, Friday)
Classes	8:25-10:35
Tiffin	10:35-10:50
Classes	10:50 -2:30
Lunch Period I	12:10-12:50
Lunch Period II	12:50 -1:30
Town Meeting	1:50 -2:30 (Wednesday)
Sports	2:40 -4:10
Minor Class Periods	4:30 -5:55
Dinner	6:10
Study Hours, All Classes	4:30 -5:45
Preps	8:00 -9:30
Juniors, Senior Mids and Seniors	8:00 -9:00; 9:30-Bedtime
Bedtime for 9th graders	10:00
Bedtime for 10th graders	10:30
Bedtime for 11th graders	11:00
Bedtime for 12th graders	12:00

In order for housemothers to be certain that all girls are present and accounted for before bedtime, girls are expected to check in with them at the following times unless they have informed their housemothers that they are retiring early:

Sunday—Friday: Preps and Juniors—9:30 P.M.

Sunday—Friday: Seniors and Senior-mids—10:30 P.M.

Saturday—All classes by 11:15 P.M.

Under no circumstances should a girl be absent from her dorm after 8:00 P.M. without her housemother's knowledge and consent.

BOOKSTORE

The bookstore in Draper Hall is operated for the convenience of the Abbot community. Toiletries, paperbacks, greeting cards, and other items common to a bookstore may be purchased. Open Monday through Friday, 11:00 A.M.—3:00 P.M.

ART GALLERY

The John Esther Art Gallery, a wing of Abbot Hall was donated to Abbot in memory of John and Esther Byers. A variety of art exhibits is shown during each year with particular emphasis on different artists and media, thus offering the students at Abbot an opportunity to widen their scope of appreciation and knowledge of art forms. The gallery is open to the public as well as to the students, Monday through Friday, 10:00 A.M. to 4:00 P.M.

LIBRARY

The library contains over 15,000 volumes and receives over 100 newspapers and magazines.

Use of the library is free to all students and no card is required. A book may be taken out of the library by signing the card in the back of the book and leaving the card on the front desk. Most books circulate with the exception of reference books, books on reserve, and periodicals.

The stacks are open to the students who may go and locate the book they need. The librarian and her assistants are glad to help in finding material in books or magazines and should be consulted freely.

The library is open during the following hours:

Monday - Friday 8:00 A.M. to 10:00 P.M.

Saturday 9:00 A.M. to 5:00 P.M.

Sunday 2:00 P.M. to 10:00 P.M.

The library is not open to preps and juniors evenings after dinner.

Books on reserve may be checked out at 9:00 P.M. weekday evenings and MUST be returned by 8:30 A.M. the next morning. These books may also be checked out for weekend use on Friday at 9:00 P.M. and must be returned Monday morning at 8:30.

No reserve books may be taken out on Saturday or Sunday.

The stacks in the basement are open for use from 8:00 A.M. to 10:00 P.M. weekdays but are not open on weekends.

Those who do not return reserve books on time or do not return other books before the beginning of each vacation will be fined one dollar for each book, each violation.

All students should use the main entrance to the library. The rear door is to be used only in the case of fire.

Telephone calls may not be received in the library.

All library rules and regulations apply to all students, day and boarding.

DRESS REGULATIONS

Students are expected to exhibit good taste and moderation in all dress. As a general rule, THE APPROPRIATENESS OF A STUDENT'S ATTIRE WILL BE LEFT TO HER OWN DISCRETION. The qualifications are that:

1. Students exhibit qualities of neatness and cleanliness at all times;
2. It be left up to the teacher's discretion whether or not informal clothes should be allowed in his or her class;
3. Skirts or dresses be required for Sunday dinner;
4. Footwear be worn for all classes, meals, in all school buildings throughout the schoolday, and at any time off campus.

PERSONAL PROPERTY

All clothing and personal effects should be clearly marked with the student's name. The school is not responsible for the loss of personal property during the school year or when stored over vacation. Packing boxes may be bought for storing property over the summer or for sending on to college upon graduation.

Every dormitory room closet has a lock and key. Girls should keep money, valuable possessions, and prescribed medicines locked in their closets at all times.

LAUNDRY AND DRY CLEANING

All boarders pay \$75.00 for laundry for the year. This charge covers the cost of laundering sheets, pillow cases, towels, and \$2 per week of personal articles. The charges for any articles beyond \$2 will appear on the term bill.

The school laundry collects on Monday right after breakfast and returns later in the week. Personal items as well as bed linen, towels, draperies, curtains, rugs, bedspreads, and blankets should be marked with name tapes and placed in a laundry bag with a list of all articles included. The bag, tied firmly, should be placed in a laundry chute by 7:15 A.M. on Monday.

LAUNDRY PRICE LIST

Laundry Bags	.05	
Face Cloths	.05	
Chenille Spreads	1.00	.50 (cotton)
Gym Suits	.50	
Handkerchiefs	.05	
Housecoats	.75	
Pajamas, Pr.	.40	
Nightgowns	.30	
Slips	.20	
Bras	.15	
Socks, Pair	.10	
Panties	.05	
Slacks	.70	
Jeans	.50	
Man's Shirt	.35	
Shorts	.40	
Skirts	.60	
Blouses	.35	
Leotards	.15	
Dresses	1.00	
Cotton Rugs (according to size) (3 x 5 — \$2.00)		
Curtains or Drapes	1.00	

There are also coin-operated washers and dryers in several locations on campus.

Every dormitory has an ironing room with ironing boards and irons for girls' use.

Dry cleaning is arranged for by the school and sent out Monday, Wednesday, and Friday. Clothes should be brought to the Parcel Room in the basement of Draper Hall.

Charges for dry cleaning go on the term bill.

HOUSEKEEPING

Abbot provides each student with basic room furnishings — pillow, bed, chest of drawers, desk and bookcase. Blankets, bed linens, easy chair, lamp, curtains and/or draperies, scatter rugs, towels, a shoe bag, a waste basket, and two laundry bags are provided by the individual student.

Students are expected to make their beds every day before attending their first class and before 10:00 A.M. Saturdays and Sundays. They are also expected to clean their rooms thoroughly once a week and to keep them in relatively good order at all times. Cleaning equipment is available in every dormitory. Housemothers inspect rooms closely once a week on a schedule they agree upon with their girls.

Each student may keep one small suitcase in her room. Other luggage should be tagged and left outside the girl's room to be stored in the luggage room. In the spring, wooden packing boxes may be bought for storage of possessions.

Food may be kept in rooms if in suitable containers. Perishable foods, especially meats or opened cans, should be put into the refrigerator.

Students must do their share in keeping the school buildings and property in good condition and make an effort to conserve electricity. Lights must be turned off when not in use. For the sake of safety, screens must never be removed from the windows, and shades must be down when it is dark.

DAMAGE AND BREAKAGE

Students are expected to exercise reasonable care in the use of school buildings, furniture, and equipment. Pictures or posters may be hung from the mouldings but nothing may be tacked or stuck to the walls or hung from the ceiling. The cost of repair or replacement resulting from damages or breakage caused by student negligence will be charged to the students responsible for the loss when specific blame can be established. If direct responsibility can not be ascertained, these costs will be assessed to the student body as a whole. Such charges will appear on the term bill at the end of the school year.

FIRE PREVENTION

The Andover Fire Department has inspected Abbot buildings and has stipulated that the following precautions must be taken.

Rooms are wired for 150 watts per student; hence no electric appliances except lamps, radios, record players, typewriters and razors should be used. Sun lamps, reflectors, and electric blankets are forbidden. Heating devices are not permitted. Hair dryers may be used during the day, when the electric circuits are not being heavily loaded.

In decorating their rooms, girls must be careful not to place furniture or hangings in such a way as to obstruct the entrance even partially. Flammable hangings must not be used to excess and must hang against a wall, not be strung out into a room because in case of fire they could become flaming traps.

Smoking anywhere other than rooms designated for that use is a very serious offense particularly because it requires surreptitious disposal of matches and butts. Candles, incense burners, and other sources of open flame are not permitted.

PERSONAL FINANCES

The Bay State National Bank and the Merrimack Valley National Bank, both located in Andover within easy walking distance from the Academy, have agreed to accept personal checking accounts for students at the Academy. It is recommended that accounts be opened at one of these banks in order to facilitate cash withdrawals. If a checking account elsewhere is preferred, however, students wishing to cash checks in Andover will be supplied with identification cards. Checks will not be cashed at the Academy except in an emergency.

The size of the student's opening deposit in a checking account is optional but should be sufficient to include what her parents consider an appropriate weekly withdrawal for incidental expenses. Cash expenditures may include clothing, sightseeing, field trips, concerts in Boston, movies, and a variety of other entertainments. Contributions to the United Fund, Christmas for the staff members, etc. are solicited. An opening deposit of about \$75.00 in a personal checking account, before or during the first week of school, is suggested as a reasonable amount for the usual first semester expenses not chargeable on term bills. Students are urged to make payments by check when possible and not to keep any more cash than necessary in their rooms as the Academy cannot be responsible for losses.

TERM BILLS

Term bills are rendered three times a year. The following items may be charged on these bills:

Abbot Courant (magazine), Cynosure (newspaper), Circle (year-book), class ring, sweater, senior photographs

Art supplies

Bookstore items and toilet supplies

Chaperonage and tutoring

Dry cleaning and laundry

Educational Records Bureau — annual charge

Dispensary medications

Music: lessons, sheet music

Off-campus concerts, etc.

Physical education equipment

Testing fees

Photography lab and supplies

Ceramics

Lab science fees

Horseback riding

Organization dues

Typing lessons

Transportation for field trips but not including to and from home.

(Parents should buy plane or train tickets for their daughter's trip home and return to school at vacation times.)

Taxi, bus and station wagon charges arranged by school for girls' convenience.

CHARGE ACCOUNTS

Charge accounts in local stores or in Boston are not allowed except by written permission of the parents.

STUDIO AND LABORATORY FEES

Certain courses requiring materials charge fees to cover the cost of such materials.

CERAMICS—\$10.00 per term.

PHOTOGRAPHY—\$15.00 per term plus individual expenses for supplies.

LAB SCIENCES—\$5.00 per term.

ART COURSES—\$5.00—\$15.00 per term, depending on course.

MUSIC INSTRUCTION

Lessons in applied music are available in piano, organ, string and wind instruments, and voice. The charge for one forty-minute lesson each week is \$240.00 for the year.

DRIVER EDUCATION

Driver training is offered with parental permission. The charge is \$72.00, payable to Lawrence Auto School. Abbot makes an additional charge for transportation to and from the Registry of Motor Vehicles office in Lawrence for girls to take the test for a driver's permit.

HORSEBACK RIDING

With parental permission girls may take horseback riding lessons for \$4.00 an hour or may ride without lessons for \$3.00 an hour.

TYPING INSTRUCTION

The Andover Business Institute offers a course in typing to Abbot girls. The course covers sixteen hours of instruction and costs approximately \$15.00, depending on the number of girls enrolled.

DINING ROOM

Girls are urged to go to breakfast and they are expected to go to lunch and dinner unless they are on leave or have arranged to dine at P.A. Commons.

Students are expected to be dressed in good taste at all times in the dining room and will be asked to leave if not properly attired.

No food may be taken from the dining room except fruit.

DINING HOURS

Breakfast	7:10 to 7:40 A.M.	Monday—Friday
Lunch	12:10 to 1:30 P.M.	Monday—Friday
Dinner	6:10 P.M.	Monday—Thursday
Exceptions:		
Friday—Dinner	6:00 P.M.—Buffet	
Sat. Breakfast	7:45 A.M. to 8:15 A.M.	
Lunch	12:00 to 12:30 P.M.	
Dinner	6:00 P.M.	
Sunday—Breakfast	8:30 A.M. to 9:00 A.M.	
Dinner	1:00 P.M.	
Supper	6:00 P.M.	

GUESTS IN DINING ROOM

A limited number of guests are welcome for lunch and dinner. Guest tickets are available in Miss Proctor's Office. The charge for these will be placed on the term bill.

TABLE SETTING

Every student is responsible for setting two tables for dinner, Monday through Thursday and Sunday dinner, for one two-week period. Girls report to the dining room at 6:00 P.M. during the week and at 11:50 A.M. on Sunday. They then may sit at any table they choose.

A student is selected to be in charge of this program for the year. Her duties are:

Select 13 students every 2 weeks and assign them to certain tables, keeping a record so that everyone has her turn.

Make sure every table is set; if anyone doesn't show up, find a substitute.

Collect guest tickets as they come to the dining room.

Close dining room door before Grace is said.

Appoint a substitute in her own absence.

HEALTH SUPERVISION

Before school opens in the fall, every student is asked to have a physical examination by her family doctor as well as certain tests and routine vaccinations. The family is asked to answer questions concerning the student's health to assist the school doctor in preventing and evaluating illness.

The school Dispensary, under the direction of the school physician and staffed by two registered nurses, provides **DAILY CLINIC CARE**. One of the two resident nurses is always on duty.

Dispensary Clinic Hours:

School days	7:45 -8:00 A.M.	1:30-1:45 P.M.
Saturdays	8:30 -9:00 A.M.	1:00-1:30 P.M.
		5:30-6:00 P.M.
Sundays	9:30-10:00 A.M.	12:30-1:00 P.M.
		5:00-6:00 P.M.

Please note that there are no clinic hours after dinner any day. (Emergencies will, of course, be treated at any time.)

Doctor's Clinic Hours:

Open clinic to see Dr. Ramsdell will be held **MONDAYS** And **THURSDAYS** 8:15 a.m.—9:15 a.m. This will be the normal time to see the school physician, and no prior appointment is required. At all other times the school physician will see students by appointment, which may be arranged by contacting the nurse on duty at the Abbot Academy Dispensary.

All symptoms and accidents must be reported to the Dispensary at once. **NEVER PUT THIS OFF**. Consider other people, especially in the matter of ailment! Except in clinic hours, girls should be taken to the Dispensary by an adult. In any case the resident advisor and Dean of Students should be informed. Students must report to the Switchboard as soon as they are released from the Dispensary.

The services of Isham Infirmary at Phillips Academy are available to Abbot students requiring bed care. The Isham Infirmary, accredited by the American Medical Association and the American Hospital Association, has 50 beds, a modern x-ray department, and clinical laboratory. Graduate nurses are on duty 24 hours a day. If highly specialized care is required at any time, local consultants

and hospitals or Boston physicians and nationally known medical institutions are readily available.

All accident or illness cases, both emergency and routine, should be directed to the Abbot Dispensary where the decision will be made as to the treatment and the necessity for transfer to Isham Infirmary. A student should not go directly to Isham as admissions there can not be made without Dr. Ramsdell's authorization, or in his absence, the Abbot Dispensary nurses, Miss Ayre or Miss Perkins. If a student is admitted to the Abbot Dispensary during the night, she will, in most cases, remain in the Abbot Dispensary until the next day. If her condition in the morning is such that further confinement is required, she will be transferred to Isham.

For an overnight stay, pajamas, bathrobe, slippers, bath towel, wash cloth, soap, comb, toothbrush and paste are necessary. Books and papers may be taken.

Any time a girl's health appears to be suffering, the school investigates and calls in the school physician if necessary. Illnesses are reported to the parents by phone or letter as the situation demands. Minor illnesses are not reported.

No medicines may be kept in rooms unless prescribed by the Dispensary or checked by the Dispensary. Students taking medicines prescribed by their own doctors must report this fact to the Dispensary.

Appointments for medical or dental treatment are made through the Dispensary, including appointments in Boston, Lawrence, or other places outside Andover. Such trips should be for emergencies only. Taxi or station wagon charges and charges for chaperonage are billed on term bills.

The Dispensary can be reached through the campus intercom extension No. 45 or by dialing the Abbot Dispensary telephone 475-1728.

A student medical insurance plan is available. The cost per year is \$35.00 for boarders, \$20.00 for day students. It reimburses parents for specific amounts for each accident or illness. Many students carry both the school and a personal policy. Application forms are sent to the parents with the mailing of the first tuition bill.

Psychological evaluations and therapy are arranged through the Dean of Students and the school's consulting psychologist. Dr. Landy, after conferring with the Dean of Students and a girl's counselor, may recommend that he refer a girl to one of the school's several psychiatric resources. Parental approval is required before the referral is made.

RELIGIOUS LIFE

Abbot is an all-sectarian school. It believes in exploring man's capacity for a spiritual life and in acquainting students with a knowledge of major world religions. It does not emphasize the theology of any particular sect. Boarding students attend every Sunday either the church of their own faith, an Abbot Religious Association-sponsored session here at Abbot, or the Phillips Academy Chapel.

Girls sign out and in in their dorms or corridors. Girls are reminded that they are guests of Andover churches and Cochran Chapel and should conduct themselves with appropriate decorum.

Andover churches within walking distance:

Baptist	Corner Central and Essex Streets
Christ Episcopal	Central Street
Free Congregational	Elm Street
St. Augustine's Roman Catholic	Essex Street
South Congregational	Central Street
The Cochran Chapel	Phillips Academy

Other churches requiring transportation:

Christian Science	North Main Street
Lutheran	South Main Street

THE SPORTS PROGRAM

As it is stated in the Catalogue, the athletic program is a required part of the curriculum at Abbot. The purpose of the program is to develop team skills and individual skills in sports as well as to maintain a proper amount of exercise and relaxation for the general health of the students. Students must meet their sports classes four times a week in the fall and spring terms and three times a week in the winter term.

Medical excuses are given only by the Dispensary staff. Girls must report in person to the Dispensary to obtain a medical excuse. In some cases, girls may be excused from sports by the Athletic Director, but they must obtain this permission by appearing in person to be excused. Two *free* Friday cuts per term are given to students who are taking weekends. However, these Friday cuts are *not* given unless a student is going on a regular weekend leave. Students may *not* leave for their weekends unless they do *not* have a sports class to be made up. All sports classes which are

missed without a medical excuse or an excuse given by the Athletic Director must be made up within the week when the student has missed her sports period.

Abbot students are required to wear the proper athletic equipment to *all* sports classes including the proper footwear such as ballet slippers, sneakers, or field hockey sneakers. Bare feet are not acceptable in a sports class for obvious health and safety reasons. Students are requested to mark each piece of their athletic equipment in order to identify it properly at all times. For the students' well-being they are asked to shower regularly after each sports period and they are also asked to keep all of their gym uniforms properly laundered. Gym uniforms are not to be used as leisure time wearing apparel.

For purposes of intra-mural competition, the school is divided into two teams — the Gargoyles and the Griffins. Each student is a member of one or the other team. At the end of each term, there is an athletic award night when all girls who have participated on Varsity, J.V. or Gargoyle or Griffin teams are presented with whatever awards they may have earned during the term. The team system and competition will be fully explained during The Athletic Orientation Meeting at the beginning of the school year.

CUM LAUDE SOCIETY

Each year in the spring, elections to the Cum Laude Society are announced. This is an inter-school society which bears the same relationship to secondary schools as that of Phi Beta Kappa to colleges. Membership depends upon a very high quality of scholastic achievement.

DORM COUNCIL

The Dorm Council is made up of the student leaders elected by each dormitory and Draper corridor to represent its residents. The Dean of Students meets with the Dorm Council at regular intervals to consider matters of mutual concern. It provides a channel of communication between students and administration and a forum for discussion of parietal conditions and regulations.

HONOR CODE

The School Government Association of Abbot Academy endeavors to encourage in each student humane and civilized qualities of character. By limiting rules as such, beyond those affect-

ing health, scholarship, and safety, Abbot emphasizes a high sense of honor, individual responsibility, a constructive attitude, and consideration of another's rights and feelings. Students are helped both by their contemporaries and by faculty members to develop a cooperative attitude in matters affecting the happiness, welfare, and reputation of the group.

Every girl who enters the Abbot community is on her honor to uphold the rules and standards which the school considers necessary to the well-being of school life. Each girl is expected to bring moral pressure to bear on any member of the community who does not assume the responsibility of upholding these rules. In any case of violation of these rules and standards, therefore, any member of the school — students, faculty, resident advisors, and administration — may take appropriate action.

BASIC HONOR RULES

The school will not tolerate:

A. Dishonesty

No student may give or receive help in any test or examination. Students are expected to do their own assigned work, except in instances where a teacher recommends or approves cooperative effort.

B. Drinking

No girl may use or possess alcoholic beverages while she is under the jurisdiction of the school.

C. Drugs

No girl may use or possess drugs while she is under the jurisdiction of the school.

D. Smoking

No Prep or Junior may smoke while she is under the jurisdiction of the school.

Seniors and Senior-Mids who have parental permission may smoke in specified places at times approved by the administration.

“Jurisdiction of the school” is understood to apply to girls on and off campus except when a girl is away on weekend leave or vacation. At those times, however, the school expects each girl's conduct to reflect favorably on Abbot.

REPORTS TO PARENTS

A written mid-term report of the student's work from the teachers and the faculty advisor's appraisal are sent to the parents or guardians in October. Term reports are sent in December, March and June. A grade of A represents superior standing; B, good; C, average; D, passing; E, failure. The minimum grade for college recommendation is D, or passing. A report from the resident advisor is sent to the Parents three times a year.

Other reports which may be sent to parents are academic warnings and supplementary reports of achievement.

Honor Board reports will be sent to parents as will reports of an accumulating poor record of behavior.

FACULTY ADVISOR

Each Abbot student is under the guidance of a Faculty Advisor. This advisor will know the student well and thus have a comprehensive picture of the girl's academic achievement and social adjustment. The advisor will help the student plan her program, considering her total work load and her course alignment with college admission and graduation requirements. The school will send the advisor's evaluation of the student's progress as well as the grades and teachers' comments to the parents in December, March, and June. Faculty and parents are encouraged to keep in close touch with the advisor concerning each Abbot student's progress.

STUDY HOURS

In order to have hours in which girls may concentrate on class preparation, the following conditions are in effect. **STUDY HOURS** are understood to mean that hair-washing, room visiting, TV, record players and radios are permissible, but **NOISE LEVEL MUST NOT INTERFERE WITH THOSE WISHING TO STUDY**. Conditions highly conducive to study must prevail at these times; resident advisors and dormitory governments may act to enforce these conditions.

The Director of Studies may at any time, having consulted teachers, restrict study hour when, in her judgment, academic performance would profit by more concentrated application.

Monday — Friday:

8:25 A.M. — 12:15 P.M.: Study hours in dorm prevail.

Sign in at dorms by 4:30 P.M. (Seniors — 5:30 P.M. Spring Term) Girls may then sign out to go to other locations on campus.

4:30 - 5:45 P.M.: Study hours in dorm prevail.

8:00 - Bedtime : Study hours in dorm prevail. All but Senior-Mids in outside dorms going to the Library must be in their own dorms.

Telephone calls may be received before 8:00 P.M. and between 9:00 and 9:30 P.M. except in case of emergency.

Saturday:

9:00 — 10:00 A.M.: Study hours in dorm prevail.

Sunday:

9:00 — 10:00 A.M.: Study hours in dorm prevail.

8:00 — Bedtime: study hours in dorm prevail.

DAY STUDENTS

As recognized members of the Abbot student body, Day Students are expected to behave, both on and off campus, in a manner consistent with that required of Abbot's boarding students.

SPECIFIC RULES FOR DAY STUDENTS

1. Day students are expected

- a) to check themselves in and out on the sheet at the switch-board as they enter and leave school. They must check their names and note the time of arrival and departure.
- b) to attend morning assemblies at 8:00 A.M. on Tuesday and Friday and additional assemblies as scheduled.
- c) to arrive at school in time for their first class on all other days.

2. Day Students may leave school after their last commitment each day. However, sports are considered as classes, and therefore girls may not leave school (except for downtown permissions) until after sports. No Day Student may leave between commitments on any given day unless approval is given by the Permissions Office.
3. If a Day Student must be absent from school, parents are asked to
 - a) call in after 7:30 A.M. that morning and notify the school of absence.
 - b) get student assignments from the switchboard operator after 3:00 P.M.
 - c) write a note (with date) giving the reason for the absence to be brought in the day their daughter returns.

Weekend permissions may be obtained by Day Students if their travel plans make it essential that they leave school on Friday as soon as major classes are over. Otherwise, they are expected to meet all Friday appointments.

Cars used for commuting are not to be used during the academic day and are parked on campus in the parking lot behind the tennis courts.

No Boarder may drive with a Day Student unless given permission by Permissions Office on each separate occasion and unless Permissions Office has received from her parents a waiver of liability and written permission approving the occasion and the Day Student driver.

Day Students may be on campus after 8:00 P.M. only to study in the library or to participate in an authorized extra-curricular activity. In no case may a Day Student remain on campus after 10:00 P.M.

EXTRA-CURRICULAR ACTIVITIES AND ORGANIZATIONS

The days, times, and places of meeting of all extra-curricular activities will be posted as soon as they are determined.

Any new club or activity must have the prior approval of the Dean of Students and the Director of Studies.

PUBLICATIONS

CYNOSURE, the school newspaper, is self-supporting and published 12 times a year. Editor 1970-1971—Lillian Coolidge.

COURANT, the literary magazine, is published twice a year. It is devoted to encouraging literary talent, and with its interesting and unusual art work and photography, to artistic talent. Editor 1970-1971—Sally Browning.

CIRCLE, the school yearbook, as well as containing pictures of the senior class, presents an overall impression of the school year and the activities of all four classes as seen by the seniors. Co-Editors 1970-1971—Carol Kennedy and Susan Foord.

COMMITTEE FOR SOCIAL CONCERN—Shelby Salmon

C.S.C. is an umbrella organization covering a number of service groups. Each girl belongs to C.S.C. and pays dues whether she actively participates in a service program or not. Dues, determined in the fall according to predicted needs for the year, are used to cover transportation costs for service activities, to engage speakers, to make donations to worthy causes, etc.

ABBOT RELIGIOUS ASSOCIATION—Lucy Pope

A.R.A. is devoted to enhancing the spiritual quality of life at Abbot without proselytizing. Although it does not support or promote any religious sect, it is responsible for keeping records of church attendance and for sponsoring programs in lieu of church attendance. A.R.A. participates in the Pembroke Conference every spring.

AFRO-AMERICAN SOCIETY—Hattie Hawkins

Founded in the Fall of 1967, the Afro-American Society exists to serve the needs of the Black student at Phillips and Abbot and to increase communications between Black students and

White. The Society operates a Black Cultural Center, which serves as a headquarters for its many activities: orientation, tutoring, and general assistance for new Black students, and lectures, seminars and panel discussions open to all students.

LAWRENCE GENERAL HOSPITAL VOLUNTEERS

Girls may offer their time and services every Saturday, 10:30 A.M. to 4:00 P.M.

TURTLES—Diana Salling

Girls go to Lawrence Y.W.C.A. Monday and Wednesday, 2:00 to 4:15 P.M. to amuse and enrich the lives of underprivileged pre-school children.

WIDE HORIZONS—Gayle Ridd

Girls entertain emotionally deprived children Wednesday, 3:00—5:00 P.M. on the Abbot campus.

WORLD UNIVERSITY SERVICE—Suzanne Dampier

Girls conduct bake sales to raise money which they send to W.U.S. in Boston.

HELP FOR RETARDED CHILDREN

Monday, Tuesday and Wednesday two girls go to a private home in Andover to help a retarded child from 3:00 to 3:45 P.M.

MUSIC ORGANIZATIONS

A CAPPELLA

Membership of approximately 35 voices. Open to ninth and tenth graders. A Cappella participates in three concerts a year, including the fall concert with Phillips Academy. The aim of A Cappella is to offer the enjoyment of a varied singing experience and, at the same time, to provide training in some of the basic principles of choral technique.

JOINT CHOIR

A small A Cappella chorus of mixed voices drawn from the qualified members of the Phillips Academy Chorus and the Abbot Fidelio. Joint choir meets once a week. It is primarily a choral study group, offering the opportunity of singing and studying a wide variety of master-works from the choral reper-

toire of the sixteenth through the twentieth centuries. Although it performs in concerts occasionally, it does not function as a church choir.

FIDELIO—Catherine Gilman

Membership of approximately 50 voices. Open to eleventh and twelfth graders. New members must audition. Fidelio meets twice a week and participates in two joint concerts a year with Phillips Academy, in addition to Thanksgiving, Christmas and Commencement exercises.

BAND AND ORCHESTRA WITH P.A.—Alice Sweeney and Elizabeth Padjen

Students may play in the Phillips Academy Band and Orchestra.

RECREATION COMMITTEES

SKI—Debbie Huntington

The Ski Committee organize ski trips for Abbot girls, and arranges chaperonage, transportation, and rooming accommodations.

DRAMA WORKSHOP

A joint activity with P.A., the Workshop produces short plays in the Drama Lab under student directors with faculty supervision. Girls may sign up for try-outs for acting parts or they may participate on the stage crew.

THEATRE WORKSHOP

An active Abbot Drama Department offers to all members of the Abbot community an opportunity to participate in a variety of theatre-related activities.

ACADEMIC CLUBS

RUSSIAN—Pamela Caverly

FRENCH—Elizabeth Padjen

ARCHEOLOGY—Pamela Caverly and Sara Ingram

SPANISH HONOR SOCIETY—Nancy Phillips

THE ABBOT BAZAAR

The Abbot Bazaar is conducted by the Senior-mid class on Alumnae Day, Saturday, May 8. Senior-mids, supervised by faculty advisors, are responsible for devising and organizing the booths and tables. The money raised at this event is contributed to the Abbot Scholarship Fund.

SOCIAL PRIVILEGES

ACTIVITIES

CALLING HOURS (See Abbot-P.A. regulations below)

Monday - Friday	2:30 P.M.— 4:15 P.M. 6:30 P.M.— 8:00 P.M.
Saturday	10:00 A.M.—11:00 P.M.
Sunday	Noon 8:00 P.M.

During Eastern Standard Time all girls must be indoors at 4:30 P.M. and must receive callers in the commons rooms of their houses or at 4 Morton Street weekends.

DANCES

Directions for specific dances will be posted for each occasion. Groups of Abbot girls are frequently invited to an evening dance at a boys' school. The girls are expected to observe the rules of the school where they are guests.

ENTERTAINMENT

Any entertainment on campus such as lectures or plays will be posted on the Draper bulletin board and announced in the Daily Bulletin. Students should return to their own corridors as soon as any evening activity is over.

WEEKEND GUESTS

Girls may invite female friends and relatives to stay overnight in a dorm on a weekend. They must first obtain permission from the friend whose bed the guest will sleep in, the friend's roommate, and the housemother. Girls then inform the Director of Permissions and sign for the guest's meals with Miss Proctor. The charge is placed on the term bill.

SMALL PARTIES

Simple foods such as punch and cookies can be ordered one week in advance from Miss Proctor for class or school club parties. The organization is charged accordingly.

No food can be provided from the kitchen for private parties. 4 Morton Street is available for student entertaining.

Students using it are responsible for keeping it clean.

BABY-SITTING

Seniors and senior-mids may baby-sit for faculty according to the following provisions.

- 1) Girls must have parental permission which should be on file in Permissions Office and with housemothers.
- 2) Girls must fill out a Special Permission form, have it approved and signed by the Director of Permissions, the housemother, the Dean of Students, or the Director of Studies; girls must then deliver copies of the form to the designated offices.
- 3) Sunday through Thursday, girls must be escorted back to their dorms one-half hour before their scheduled bedtimes.
- 4) Friday and Saturday nights seniors must be escorted to their dorms by 1:00 A.M., senior-mids by 12:00 Mid-night. The guard must be alerted to admit girls.

LOUNGE AND RECREATIONAL AREAS

Girls are expected to keep all recreational areas free of litter and clutter; they must use the receptacles provided for rubbish and they must not leave books and personal belongings behind them.

COMMON ROOMS

Every dormitory has a common room equipped with television, refrigerator, electric corn popper, and electric teakettle. Smoking is *not* permitted in any common room. Visitors may be received during calling hours in all common rooms except those above the first floor of Draper Hall.

SENIOR—SENIOR-MID SMOKING LOUNGE

This is the only place where the school permits girls to smoke. They are expected to be meticulous about using ash trays and emptying them in the proper receptacles before they spill onto the furniture and carpet. Callers may be received here during visiting hours. As long as girls do not abuse the lounge or the privilege of having it open at all hours, it will not be locked at bedtime.

4 MORTON STREET

This is a student recreation center where visitors may be entertained, girls may cook, and small groups may have supper meetings. The hours and regulations pertaining to 4 Morton Street appear on next page.

4 Morton Street — HOURS AND REGULATIONS

DAY	HOURS OPEN	REGULATIONS
Tues.	2:00 - 4:00 P.M.	Sign out at Draper or outside houses.
Wed.	2:00 - 4:00 P.M.	Boys admitted on invitation from
Thurs.	2:00 - 4:00 P.M.	girls.
Fri.	2:00 - 4:00 P.M.	
Tues.	6:00 - 7:45 P.M.	Any group of girls may apply at Per-
Wed.	6:00 - 7:45 P.M.	missions Office for supper meetings,
Thurs.	6:00 - 7:45 P.M.	which permit admission before 6:00
Fri.	6:00 - 7:45 P.M.	P.M. Sign out in dorms.
Sat.	2:00 - 5:45 P.M.	Informal, drop-in basis.
	6:30-11:00 P.M.	Boys admitted by invitation.
Sun.	2:00 - 5:30 P.M.	Informal, drop-in basis.
		Boys admitted by invitation.

CLOSED from SUNDAY, 5:30 P.M. to TUESDAY, 2:00 P.M.

REGULATIONS:

1. No smoking.
2. Kitchen facilities may be used with Mrs. Sanford's permission.
3. Girls should introduce callers to Mrs. Sanford.
4. Girls are responsible for picking up and cleaning up.
5. The school will provide some basic supplies in the kitchen; however, groups who plan a supper meeting must purchase their own food.
6. Girls who plan to cook and eat dinner must sign up in Permissions Office before 2:00 P.M. to reserve the kitchen facilities and to alert Mrs. Sanford that her presence will be required earlier than 6:00 P.M. When Mrs. Sanford is the only adult chaperone and so cannot come to Draper to eat, it would be considerate of girls to provide Mrs. Sanford with her meal.

OFF-CAMPUS PRIVILEGES

For all off-campus permissions girls must sign out and in.

Every girl must observe the exact conditions as arranged with the Permissions Office regarding leaves. During an absence from campus (vacation, overnight, weekends, day trips), if there is any change of plans, a girl or parent must immediately notify the Permissions Office or housemother by telephone or by telegram.

1. DOWNTOWN AND WALKS

Girls may go downtown or on off-campus walks weekdays after 2:30 P.M. and must return by 4:30 P.M. (5:30 for Seniors in the Spring Term); Saturdays, between 10:00 A.M. and 4:30 P.M. with a 3-hour limit, (5:30 for Seniors in Spring Term.) Girls must sign out and in at their dorms or corridors.

Any girl who has a special need to do an errand downtown before 2:30 P.M. on week days may receive permission from Permissions Office.

2. DINING OFF CAMPUS

Girls may dine off campus with friends or relatives on Friday and Saturday night and Sunday noon provided they have applied for a dining-out leave by Friday noon. The approved places to eat are Friendly's, Lantern Brunch, The Inn, MacDonalds, and the Coffee Mill.

No checks will be cashed at the Inn.

Dining with relatives for any day in the week may be arranged by special permission.

3. ABBOT-P.A. REGULATIONS ON VISITING AND ACTIVITIES

Students are expected to conduct themselves honorably and with decorum at all times, to observe carefully the regulations and procedures of the two schools, and to take responsibility for their actions whether or not these are specifically covered by the rules. Couples should take care to conduct themselves with good taste and restraint on both campuses and in the Town of Andover.

Abbot students are welcome on the P.A. campus and P.A. students on the Abbot campus, according to the following provisions:

- for classes in which they are officially enrolled or in which they are given permission to participate.

- for such meals as may be arranged by the two administrations.

- for authorized extra-curricular activities, under supervision.

- for visits with Faculty members, upon invitation.

- for informal visiting Monday through Friday, 2:30 to 4:15, 6:30 to 8:00 (athletic commitments permitting)

 - Saturday, 12:00 to 11:15 P.M. *

 - Sunday, 12:00 to 8:00 P.M.

 - * after 8:00 P.M., for movies and other scheduled group activities, 20 minutes after the conclusion.

visits to dormitories and other facilities such as 4 Morton Street or the Underwood Room must follow carefully the guidelines and hours that have been established by those in charge.

Girls enrolled in academic courses at P.A. need not sign out and in at Abbot when attending such courses; however, they are expected to return to campus promptly unless they have made proper arrangements to dine at P.A. Commons immediately after class and have informed their housemother of their intention.

Girls going to the P.A. campus for any other reason must sign themselves out and in in their dorms or corridors.

4. ACTIVITIES INVOLVING THE PURCHASE OF TICKETS

Activities of this kind are generally announced well in advance. Announcements concerning the weekend are made early each week. If a girl signs for a ticket, she is pledged to pay for it. At programs at other places, Abbot students must sit in the seats reserved for them.

5. LEAVES

- a. Closed weekends are indicated on the school calendar. On closed weekends, neither a weekend leave, a Saturday leave, nor a Sunday leave may be taken.
- b. Parents' permission must be obtained for a leave of any kind taken with any person not known to the school. Parents may file with the school a LIST OF PEOPLE with whom their daughters may take day or weekend leaves or they may send approval each time to the housemother. If parents are traveling or are to be out of the country at any time, they are requested to notify the school of their foreign address (es) and to give the name of a resident in the United States whom the school may notify in an emergency. Such parents may authorize the Dean of Students to give permission for leaves away from the school.
- c. Applications for leaves of all kinds are made to the resident advisors who will process them and send them to the Permissions Office.
- d. Applications for a weekend leave must be filed with the housemother by Friday of the week preceding the week in which the leave is desired. Written permission from parents and an invitation from the hostess involved must be obtained and submitted to the housemother.
- e. Students are not expected to accept invitations to proms or other social functions at men's colleges unless they are to be entertained and chaperoned by parents or friends of parents. They may accept invitations to a dance at a boys' school, provided the chaperonage conditions are satisfactory and the date coincides with those permissible for a weekend leave. Girls are expected to observe the rules of the school where they are guests.
- f. Applications for Saturday or Sunday leaves must be filed with the housemother by noon of the preceding Thursday.

- g. Saturday leaves to Boston are granted only to Seniors and Senior-Mids and to Preps and Juniors in the fall and winter terms provided they have parental permission and are chaperoned. Spring term Preps and Juniors must have parental permission and go in groups of two or more.
- h. Sunday leaves to Boston are granted only to Seniors.
- i. "Blanket" permissions cover parental permission to accept invitations from only those persons parents name on the permissions form.
- j. Visits to school during leaves are limited to two hours unless a student is participating in an organized activity (dance, Fidelio, etc.) Leave will be terminated if extended beyond the two-hour limit, and the girls will be subject to all school rules and requirements.
- k. The school reserves the right to ask a girl to remain for academic purposes or violation of school codes.
- l. Special Permissions — Special Permission may be obtained to attend social functions in the student's immediate family.

When extraordinary conditions arise, special permission for a leave may be obtained from the resident advisor, Dean of Students, Director of Permissions or Director of Studies, NOT from Mr. Gordon.

- 6. AUTOMOBILES — Parents are asked to approve or withhold permission to drive with specific persons. Parents may refer to all faculty members by listing "Faculty" on the Permissions Sheet and by filling in the Waiver of Liability with "Faculty". This will eliminate the need to fill in a form for each possible faculty member. Relatives who may drive girls may be covered in a group by "Family" on the Permissions Sheet and the Waiver of Liability instead of citing relatives individually.
- 7. VACATION TRAVEL — One month before the start of each vacation, travel forms are distributed to girls to be filled out and signed by parents and returned to Permissions Office as soon as possible. Parents should buy plane or train tickets for their daughter's trip home and return to school at vacation times. Before purchasing tickets, parents should check their daughter's exam schedules and school calendar to be certain when girls may depart.

SCHEDULE FOR LEAVES

Leave	Application Deadline	Date List Distributed	Depart	Return	Requirements
WEEKEND LEAVE	Friday noon of preceding week	Thursday, week of leave	Friday, after last commitment	Sunday, 6:00 P.M.	Written invitation from hostess and permission from parents Weekend permissions must be obtained by Day Students if they must leave school on Friday before end of classes.
SATURDAY LEAVE	Thursday noon	Friday	10:00 A.M.	6:00 P.M.	Preps and Jrs. may NOT go to Boston unchaperoned Fall and Winter Terms.
SUNDAY LEAVE (Boston: Srs. only)					ALL must have parental permission for Saturday and Sunday Leaves.
DOWN-TOWN	Sign out and in at own dorm or corridor.				Monday through Friday — 2:30 to 4:30 P.M. Sat. — 10:00 A.M. to 4:30 P.M. — 3 hr. LIMIT

DINING OUT PERMISSIONS — No list — entered in Day Book

With parents or other relatives	Week days: 6:00 to 7:15 P.M.	Special Permission slip required.
With friends or relatives	Fri. and Sat. 6:00 to 9:00 P.M. Sun. 12:00 to 3:30 P.M.	Permission must be applied for with a Dining Out slip.

THE SCHOOL GOVERNMENT ASSOCIATION

The Abbot form of school government rests upon the assumption that each girl's code of personal honor holds her responsible for her own actions. Each girl is free to use her individual judgment, and must at the same time remain sensitive to the concerns of the community. She must recognize that these two conditions present a dual responsibility, which demands equal attention to personal honor and a sense of community.

OFFICERS OF THE ASSOCIATION

The officers of the Association beginning September 1970 are:

Moderator of Town Meeting	Nancy Phillips
Secretaries	{ Jenny Martin James Lynch, Faculty Advisor Chris Pollard
Honor Board	{ Helen Lacouture Kathy Snowden Karen Lewis Hilda Whyte, Faculty Advisor
President of Day Students	Mary McCabe
Vice-President of Day Students	Mary Anna Sullivan
President of Senior Class	Dori Streett
Vice-President of Senior Class	Sandy Rollins
President of A.R.A.	Lucy Pope
President of A.A.A.	Hattie Hawkins
Social Chairman	Ruth Raser
Chairman of the Committee for Social Concern	Shelby Salmon

THE CONSTITUTION OF THE SCHOOL GOVERNMENT ASSOCIATION

PREAMBLE

The School Government Association is a participatory association based on individual involvement which reflects the responsibility of each member.

ARTICLE I

Name and Membership

- Section 1: The name of this association shall be the School Government Association of Abbot Academy.
- Section 2: Membership in the School Government Association shall include the administration, faculty, housemothers, and students of the school.

ARTICLE II

Purpose

- Section 1: The School Government Association shall function as a flexible system to strengthen a sense of community, and encourage cooperation among its members through dialogue and effective communication. It shall serve as a channel through which constructive opinions can be directed.

ARTICLE III

Town Meeting

- Section 1: The basis for the school government shall be the town meeting. A town meeting is a convocation open to all members of the School Government Association.
- Section 2: Town meetings shall be held at least once a month.
- Section 3: Town meetings shall be directed by an Executive Committee. The Executive Committee shall be composed of a moderator and three secretaries, one of whom shall be a faculty member. The moderator shall preside over each town meeting and, together with the secretaries, shall be responsible for drawing up an agenda, recording proposals, and posting minutes from each meeting. One secretary shall be responsible for the treasury.
- Section 4: At least forty-eight hours in advance of a meeting, any proposals or topics for discussion shall be received by the Executive Committee. An agenda for the meeting shall be drawn up and posted at least twenty-four hours in advance. On measures requiring a vote, all members of the School Government Association may vote. A $\frac{2}{3}$ majority shall be considered a quorum.

Any measure passed at a town meeting shall be subject to the approval of the Principal.

Section 5: Students on the Executive Committee may be elected from any class. Nominations and elections for all offices may be made by all members of the School Government Association. All nominations shall be subject to the approval of the administration. With the exception of one secretary who shall serve two consecutive terms, offices shall change each term and no other person may hold office consecutively, though an office may be held more than once in a school year. The secretary serving the double term shall be chosen by the three secretaries during the first term. In case of the resignation of an officer before her term has expired, a special election shall be held.

ARTICLE IV

House Government

Section 1: There shall be a system of house governments based on mutual cooperation and consideration. The students in each outside house and each corridor in Draper, together with the housemother, shall be responsible for deciding the rules of courtesy which govern that house or corridor. All rules adopted by a house or corridor must be approved by the administration.

Section 2: Each outside house and each corridor in Draper shall elect a leader who shall work with the housemother to enforce house rules, to conduct house meetings, and to represent her house or corridor at town meetings when necessary. Elections shall be held each term.

ARTICLE V

Honor Board

Section 1: The Honor Board is a judiciary body. Its jurisdiction shall extend to infractions of all school rules. It shall also serve as a court of appeals and shall act in its judiciary capacity as an advisor to the administration.

Section 2: The Honor Board shall be made up of five persons: one girl from each class and one faculty member. Each girl shall be elected by her own class and the faculty member shall be elected by the faculty. All nominations

shall be subject to the approval of the administration. The members of the Honor Board shall serve for two terms on a rotating basis to insure continuity. The chairman of the Honor Board shall be chosen each term by the Board from its own membership. No person may hold office consecutively, though an office may be held more than once in a school year.

ARTICLE VI

Amendment and Ratification

Section 1: Amendments to this Constitution may be proposed by any member of the School Government Association and shall be ratified by a two-thirds vote of the members of the School Government Association, with the approval of the administration.

Section 2: This Constitution shall be ratified or dissolved when two-thirds of the members of the School Government Association vote in favor of its ratification or annulment. Its ratification or annulment shall be subject to the approval of the administration.

AMENDMENTS

ARTICLE I

Any proposal brought up as completely new business without having been on the agenda may be debated at any length during the Town Meeting but not be voted on until the following Town Meeting.

INNS AND MOTELS IN THE AREA

Andover Inn — Chapel Avenue, Andover	Tel: 475-5903
Sheraton Rolling Green Motor Inn	
Lowell St., Andover	Tel: 475-5400
Merrimack Valley Motor Inn	
Route 125, Chickering Rd., No. Andover	Tel: 688-1851
Andover Manse — 109 Main St., Andover	Tel: 475-0073

TRANSPORTATION

Morrissey Taxi Service — 475-3000

TROMBLY MOTOR COACH SERVICE

Lawrence-Boston (Park Sq.)

Effective March 1, 1970

Travel time between Andover and Boston is approximately one hour.

WEEKDAYS EXCEPT SATURDAYS

Lv. No. And.	Lv. Lawr.	Lv. Boston	Lv. And. 15 min. after Lawr.
6:05	6:10	7:35	
6:35	6:45	8:30	
7:05	7:15		
7:45	7:55	9:30	
8:45	8:55	10:30	
9:45	9:55	11:30	
11:45	11:55	1:30	
12:45	12:55	2:30	
1:45	1:55	3:45	
2:45	2:55	4:45	
3:45	3:55	5:15	
5:15	5:25	5:45	
6:00	6:10	6:30	
8:45	8:55	7:30	
		10:30	

SATURDAYS

Lv. No. And.	Lv. Lawr.	Lv. Boston	Lv. And. 15 min. after Lawr.
6:05	6:15	7:35	
7:05	8:00	9:30	
8:50	9:00	10:30	
9:50	10:00	11:30	
10:50	11:00	12:30	
11:50	12:00	1:30	
12:50	1:00	2:30	
1:50	2:00	3:30	
2:50	3:00	4:30	
3:50	4:00	5:30	
4:50	5:00	6:30	
5:50	6:00	7:30	
8:50	9:00	10:30	

SUNDAYS and HOLIDAYS

Lv. No. And.	Lv. Lawr.	Lv. Boston	Lv. And. 15 min. after Lawr.
8:50	9:00	10:30	
11:50	12:00	1:30	
2:50	3:00	4:30	
5:50	6:00	7:30	
8:50	9:00	10:30	

Subject to change Without Notice

INFORMATION:

Trailways 686-9577 — Boston 482-6620

Tromblys 475-6212

ADMINISTRATION

DONALD A. GORDON, Principal

B.Ä. Yale University; M.A. University of Pennsylvania

CAROLYN GOODWIN, Director of Studies; Mathematics (Chairman)

B.A., M.A. Smith College

CAROLYN JOHNSTON (Mrs. Malcolm), Dean of Students; English

B.A. Radcliffe College; Tufts University

PETER THOMAS STAPLETON, Assistant to the Principal; English

B.A. Yale University; M.A.T. Harvard University

MARION FINBURY (Mrs. Herbert), College Counselor

B.A. Vassar College

FAITH H. KAISER (Mrs. Jon E.), Director of Admissions; Latin

B.A. Wellesley College; Harvard University Graduate School of Arts and Sciences

RICHARD E. SHEAHAN, Director of Development

University of Oregon

GARDNER SUTTON, Assistant to the Director of Development

B.A. Harvard University

RICHARD C. GRIGGS, Business Manager

B.A. Princeton University

ADMINISTRATIVE ASSISTANTS

JAMES L. BUTLER, Superintendent of Building and Grounds

LUCY B. COLE (Mrs. Edward), Director of Permissions

FLORENCE P. GRIFFITH (Mrs.), Registrar

B.A. The American University

MARY PRISCILLA PETERSON, Assistant to the Director of Admissions; Music

B.Mus. Lawrence University

SARAH PROCTOR, Director of Food and Housing

DORIS E. SACHSE (Mrs. Malcolm), Assistant to the Business Manager

THERESA STEWART (Mrs. Robert), Bookstore Manager

B.S. University of Massachusetts

CATHERINE JANE SULLIVAN, Alumnae Secretary

B.A. Wheaton College; Ed.M. Boston University; Harvard University

PRISCILLA WILE (Mrs. Perry S.), Assistant to the Business Manager

FACULTY

- ✓ MARIE BARATTE, French
Baccalaureat-es-Lettres, University of Rennes; B.S. Dumfermline H.S.; M.A.
Edinburgh University
- ✓ JEAN DIETEL BENNETT (Mrs. John), Mathematics
B.A. Pembroke College; Ed.M. Harvard University
- ✓ AUDREY N. BENSLEY (Mrs. Gordon G.), Ceramics
Hood, Jackson, University of New Hampshire
- ✓ ANNE BUGBEE (Mrs. Bruce), English
B.A. Bennington
- ~~JOY RENJILLIAN BURG~~ (Mrs. Donald T.), Spanish
B.A. Mount Holyoke College
- ~~CAROLYN BUTLER~~ (Mrs. J. Kenrick), Physical Education
B.A. Wellesley College
- ~~JAMES EDWARD CATOLINE~~, French
M.S. Georgetown University
- ✓ SUSAN CLARK (Mrs. David D.), Latin; Greek
B.A. Swarthmore
- Corkerton, Patricia*
✓ MARGARET COUCH (Mrs. James H.), Librarian
B.A. Wheaton College
- ~~BRIAN ELLIOTT DAVIDSON~~, Drama and Speech
B.A. Tufts University; University of Southern California
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